

## **MAJOR / CRITICAL INCIDENT AT KEYfs**

*The children's safety and wellbeing is paramount*

*The staff members' safety should be taken into account*

*The senior member of staff (Normally Deputy Manager) to synchronise procedure*

*Children and staff should be removed from the incident to a place of safety, St Nicholas Church or Pub.*

*Deputy Manager to notify relevant emergency services*

*All parents and carers to be contacted as soon as possible to enable collection of children .*

*Details of incident recorded by senior member of staff on incident form.*

*Notify all relevant outside bodies e.g. Health and Safety , Ofsted, Early Years Local Authority, community police etc.*

## **PROLONGED STAY AT KEYfs**

*In the event of a prolonged stay at KEYfs due to a natural incident i.e flooding, all parents and staff families will be informed of the location of the children and staff.*

*Provisions would be obtained locally from the public house and shop.*

*Local home owners would be asked for other equipment i.e. blankets, pillows.*

*All children will be kept on KEYfs premises if possible unless alternative arrangements are made by the child's parents. The password collection would be enforced.*

## **EMERGENCY COLLECTION BY PARENTS FOLLOWING MAJOR DISASTER**

*Emergency contact numbers are updated regularly, and reminders put in newsletters.*

*All children and staff are kept in a place of safety, St Nicholas church or village pub.*

*Parents are contacted by emergency telephone number.*


*Parents are informed of location.*

*Parents to collect, or use code word for someone else to collect.*

*All children and staff will remain at safe place until all children are collected.*

*This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019  
Reviewed Jan 2022.*

*Signed on behalf of KEYfs:-*

.....  ..... Deb J Manns (Owl)